

# Summer 2011 Internship Application

## Office of U.S. Senator Richard Burr

217 Russell Senate Office Building

Washington, D.C. 20510

Phone: 202-224-3154 Fax: 202-228-3573

**Application deadline: 5:00 p.m. March 18, 2011**

### Biographical Information

Full Name		Nickname or Preferred Name	
SCHOOL Address		PERMANENT Address	
Apartment, Box, or Suite Number		Apartment, Box, or Suite Number	
City, State, and Zip		City, State, and Zip	
Home Phone		Cell Phone	
Email Address			
School currently attending:		Expected graduation date:	
Academic Major(s)		Academic Minor(s)	
Undergraduate GPA	High School attended		
Are you a U.S. Citizen?    YES _____    NO _____		Are you at least 18 years old?    YES _____    NO _____	

### Activities and Honors

**Please list activities you enjoy , interests and any honors/awards you have received:**

### Availability

**Please check which of Senator Burr's offices you wish to serve**

☐ Washington, DC    ☐ Winston-Salem, NC    ☐ Wilmington, NC

**Please check which session(s) you are available to serve:**

- ☐ session #1 - May 16 – June 17
- ☐ session #2 - June 20 – July 22
- ☐ session #3 - July 25 – August 26

### Materials Required To Complete Your Application

**The following should be attached to this application**

1. 2-3 page essay on one of the following three topics:
  - Describe one of your extracurricular activities and how it has prepared you for an internship on Capitol Hill.
  - Explain why you are interested in interning for Senator Burr and what you hope to gain from this experience.
  - Who is the figure in government or public service that you admire most? Please explain your answer.
2. Brief description of your plans after college
3. Cover letter and current resume
4. Two letters of recommendation from someone to whom you are not related

## Submitting Your Application

Applications will be accepted by fax, e-mail or postal mail and must be received by  
**5:00 p.m. Friday, March 18, 2011.**

Candidates who choose to send applications by mail must note that enhanced security screening methods will delay the receipt of the application up to two weeks. Express mail is also subject to delays.

Only applications that are complete and received by the deadline will be considered.

### Washington, DC Internship Applications:

By Mail:

Senator Richard Burr  
Attention: Intern Coordinator  
217 Russell Senate Office Building  
Washington, DC 20510-3308

By Fax: 202-228-3573

By Email: [Intern\\_Coordinator@burr.senate.gov](mailto:Intern_Coordinator@burr.senate.gov)

### North Carolina Internship Applications:

By Mail:

Senator Richard Burr  
Attention: State Director  
2000 West First Street, Suite 508  
Winston-Salem, NC 27104

By Fax: 336-725-4493

By Email: [Intern\\_Coordinator@burr.senate.gov](mailto:Intern_Coordinator@burr.senate.gov)